

CITY OF RAPID CITY
TRAVEL REQUEST

LF090104-09

Person requesting travel John Wagner Department Public Works

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

2004 South Dakota Water and Wastewater Association 70th Annual Conference

List all other City employees, if any, making the trip for the same purpose: Stacey Titus, Ron Barber, Chip Petrik, Dave VanCleave, Ron Bach, John Hatch, and 2 others from Water Reclamation

Place of meeting or destination: Aberdeen, SD

Date of meeting 9/15 - 17, 2004

Date trip to begin 9/15/04 9:00 am Date trip will end 9/17/04 7:00 pm

Method of transportation requested city vehicles

Estimated transportation cost 3 vehicles - 700 miles each \$ 210.00

Meals 27) B, 27) L, 27) D 621.00

Lodging 5 rooms - 2 days, 4 rooms - 1 day 840.00

Other costs - description registration - 7@ \$65, 2 @ \$75 605.00

Total estimated cost of trip \$ 2,276.00

Signed John Wagner (person requesting travel) Date 8/12/04 Sharon Ve (Department Head) Date 8/12/04

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ _____

Approved: _____ Date _____
Mayor

When the cost of the trip will exceed \$1,500, per employee, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor Yellow copy - Finance Gold copy - Department copy